



# CITY OF HOUSTON

## Job Posting

	CORRECTION	CORRECTION	CORRECTION	CORRECTION
1	<b>TN Applications accepted from:</b> ALL PERSONS INTERESTED			
2	<b>Job Classification</b> DIVISION MANAGER			
3	<b>Posting Number</b> PN# 103871			
4	<b>Department</b> Department of Public Works & Engineering			
5	<b>Division</b> Right-of-Way & Fleet Maintenance			
6	<b>Section</b> 7101 Renwick			
7	<b>Reporting Location</b> M-F, 8 A.M - 5 P.M*			
8	<b>Workdays &amp; Hours</b> *Subject to change			
9	<b>DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS</b> Manage, guide, develop, train, evaluate performance and counsel staff. Establishes policies, procedures, guidelines and schedules. Research and review various reports, products and other information. Review various agreements, drafts, proposals, contracts and other organizationally related documents. Coordinates the preparation, implementation and monitoring of the budget and expenditure. Coordinates grievance and concern activity within the branch. Acts as liaison to other departments, government agencies and private sector.			
10	<b>WORKING CONDITIONS</b> The position is physically comfortable; the individual has some discretion about walking, standing, etc.			
11	<b>MINIMUM EDUCATIONAL REQUIREMENTS</b> Requires a Bachelor's degree in Business Administration, Accounting, Engineering, or a closely related to activities of the division.			
12	<b>MINIMUM EXPERIENCE REQUIREMENTS</b> Ten (10) years experience closely related to the activities of the Division are required. Directly related professional experience may be substituted for the educational requirement on a year-for-year basis.			
13	<b>MINIMUM LICENSE REQUIREMENTS</b> A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP 2-2).			
14	<b>PREFERENCES</b> Preference will be given to candidates that are experienced in outsourcing operations, contract negotiation and administration, purchasing, budget analysis and preparation, administrative policy & procedure, human resources/personnel, superior performance program, grievances and concerns, dispute mediation/resolution.			
15	<b>SELECTION/SKILLS TESTS REQUIRED</b> None			
16	<b>SAFETY IMPACT POSITION</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.			
17	<b>SALARY INFORMATION</b> Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The minimum to midpoint of this salary range is: <div>Salary Range – Pay Grade 29</div> <div>\$1,885 - \$2,639 Biweekly      \$49,010- \$68,614 Annually</div>			
18	<b>OPENING DATE</b> April 6, 2005			
19	<b>CLOSING DATE</b> April 26, 2005			
20	<b>APPLICATION PROCEDURES</b> Original applications only are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker, 1 <sup>st</sup> Level. Successful candidates will be notified of their application status. <b>All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided. Our Telephone Device for the Deaf phone number is (713) 837-9496.</b>  An equal opportunity employer			